



STATE OF NEW JERSEY

BUREAU OF PURCHASE
33 WEST STATE ST 8TH FL TRENTON, NJ 08625-0230
PROFESSIONAL CONTRACTCONFERENCE, BANQUET, AND HOTEL
FACILITY RENTAL STATEWIDENUMBER : A65345
DATE : 04/07/06
BUYER : DOREICA HOLT
PHONE : (609) 633-3907
EFFECTIVE DATE : 04/07/06
EXPIRATION DATE : 04/06/08
T-NUMBER : T0364
CONTRACTOR : ROBERT WOOD JOHNSON UNIVERSITY

PAGE: 1

ROBERT WOOD JOHNSON UNIVERSITY
HOSPITAL AT HAMILTON
TWO HAMILTON HEALTH PLACE
HAMILTON NJ 08690VENDOR NO. : 210634572 00
VENDOR PHONE : (609)586-7900
FEIN/SSN : 210634572
REQ AGENCY : 822050
BUREAU OF PURCHASE
AGENCY REQ NO. :
PURCH REQ NO. : 1029301
FISCAL YEAR : 06
COMMODITY CODE : 97165
SOLICITATION # : 37162
BID OPEN DATE : 02/28/06

TERM CONTRACT FROM: 04/07/06 TO: 04/06/08 ESTIMATED AMOUNT: \$.00

1. ORDERING PERIOD: CONTRACT BEGINNING ORDERING PERIOD IS:04/07/06
CONTRACT ENDING ORDERING PERIOD DATE IS:04/06/08
2. F.O.B. POINT: DESTINATION
3. DELIVERY DELIVERY WILL BE MADE WITHIN 030 DAYS ARO UNLESS
SPECIFIED DIFFERENTLY ON EACH LINE OR UNLESS AN ALTERNATE
DELIVERY SCHEDULE IS INDICATED. AN ALTERNATE DELIVERY
SCHEDULE IS ENCLOSED HEREIN:NO
4. CASH DISCOUNT TERMS: CASH DISCOUNT TERMS ARE 00.00% DAYS.
5. PERFORMANCE BOND: PERFORMANCE BOND REQUIRED:NO ; DATE REQUIRED 00/00/00
AMOUNT \$0 ; PERCENT OF CONTRACT 0.00%
6. RETAINAGE: RETAINAGE PERCENT IS 0.00%
7. COOPERATIVE PROC: THIS CONTRACT IS AVAILABLE FOR POLITICAL SUBDIVISION USE UNDER
THE COOPERATIVE PROCUREMENT PROGRAM NO
8. BID REFERENCE NO: YOUR BID REFERENCE NUMBER IS:
9. AWARDED LINES: YOU WERE AWARDED 1 LINES FROM THE SOLICITATION NUMBER 37162 .
THESE LINES ARE INCLUDED AS A PART OF THIS CONTRACT.

ALL TERMS AND CONDITIONS AS A PART OF SOLICITATION NUMBER 37162 INCLUDING ANY ADDENDA
THERETO AND ALSO INCLUDING THE BIDDER'S PROPOSAL AS ACCEPTED BY THE STATE ARE
INCLUDED HEREIN BY REFERENCE AND MADE PART HEREOF EXCEPT AS SPECIFIED HEREINTHIS IS NOTICE OF ACCEPTANCE BY THE DIRECTOR OF THE DIVISION OF PURCHASE AND
PROPERTY ACTING FOR AND ON BEHALF OF THE STATE OF NEW JERSEY, OF THE OFFER
REFERENCED ABOVE BY YOUR FIRM WHOSE NAME AND ADDRESS APPEAR ABOVE.
BUYER4-10-06
DATE*** ORIGINAL SIGNED ***
FOR DIRECTOR DATE
DIVISION OF PURCHASE AND PROPERTYUSING AGENCIES CANNOT PROCESS INVOICES FOR PAYMENT OF DELIVERED
GOODS AND/OR SERVICES UNTIL THE PROPERLY EXECUTED BOND HAS BEEN
RECEIVED AND ACCEPTED BY THE PURCHASE BUREAU.
PURCHASE BUREAU (FILE COPY)

PRICE SHEET		PROFESSIONAL CONTRACT			
BUREAU OF PURCHASE PURCHASE BUREAU STATE OF NEW JERSEY 33 WEST STATE ST 8TH FL PO BOX 230 TRENTON NJ 08625-0230		NUMBER : A65345 T-NUMBER : T0364 CONTRACTOR: ROBERT WOOD JOHNSON UNIVERSITY			PAGE 2
LINE NO.	COMMODITY/SERVICE DESCRIPTION	ESTIMATED QUANTITY	UNIT	UNIT PRICE OR PERCENT DISCOUNTS	EXTENDED AMT IF APPLICABLE
00001	UNLESS SPECIFIED OTHERWISE BELOW: SHIP TO: R1 STATE-WIDE ONLY COMMODITY CODE: 971-65-015726 [ROOM RENTAL OR LEASE FOR CONFERENCES,...] ITEM DESCRIPTION: CONFERENCE, BANQUET AND HOTEL FACILITY RENTAL. THIS PRICE LINE IS FOR STATE AGENCY USE ONLY. THE USING AGENCY SHALL USE THIS PRICE LINE FOR ALL PURCHASE ORDERS AND PAYMENT ACTIVITY FOR THIS CONTRACT. THE USING AGENCY SHALL FOLLOW SELECTION PROCEDURES THAT WILL BE IN THE NOTIFICATION OF AWARD (NOA) FOR METHOD OF ENGAGEMENT. CONFIRMATION TO THE CONTRACTOR SHALL BE VIA PURCHASE ORDER FOR SPECIFIC EVENTS AS NOTED IN WRITTEN QUOTES SUBMITTED WITH THE BID PROPOSAL. PRICES ON THE WRITTEN QUOTES CANNOT EXCEED MAXIMUM RATE SUBMITTED BY THE CONTRACTOR WITH THE BID PROPOSAL AND CONTAINED IN THE NOA. THE USING AGENCY SHALL ENTER THE TOTAL QUOTE PRICE AS "CATALOG" PRICE WITH A NET OR ZERO DISCOUNT.	1	EACH	NET	

BIDDERS DATA SHEET

Facility Information

06-X-37162

The bidder shall provide the following information

- 1) Indicate below if the facility is in compliance with the American Disabilities Act and/or the NJ Barrier Sub-code.

☐ American Disabilities Act

☐ NJ Barrier Sub code

☒ Both

- 2) Facility popular brand name: Conference Center @ RWJ Center for Health + Wellness

- 3) Street address: 3100 Quakerbridge Road
Mercerville, NJ 08619

- 4) Telephone number: 609-584-2159 Facsimile number: 609-584-2766

- 5) Federal Identification Number (FEIN #): 21-0634572

- 6) Name of person to contact for this contract: Sharon A Dunham

- 7) Contact telephone number: 609-584-2159 Facsimile number: 609-584-2766

- 8) Contact email address (optional): sdunham@rwjuh.edu

- 9) Number of guest rooms for overnight lodging: N/A

- 10) Regional location of the facility: ☒ Northern ☒ Central ☒ Southern

- 11) Provide the facility's confirmation and cancellation policy below or provide policy separately. Policy must be submitted with the bid proposal.

Terms and Conditions Attached

12) Provide the procedures for requesting special dietary meals:

Ongoing contact with on-site caterer
to immediately support any special
dietary needs.

AUDIO. VIDEO INFORMATION

1) Does your facility have an exclusive arrangement with an outside audiovisual contractor/equipment provider

☐ Yes

☒ No

If yes the following information shall be provided:

Name of audiovisual supplier: _____

Address of supplier: _____

Supplier's Federal Identification Number (FEIN): _____

Suppliers telephone Number: _____ Facsimile Number: _____

Name of supplier's contact person: _____

The bidder shall provide with the bid proposal all pricing for audiovisual services. These prices shall be firm through the term of the contract. If no prices for audiovisual services are submitted with the bid proposal and is offered to the State it will be at no cost to the State.

See attached pricing information.

PRICING AND SUPPORTING DETAILS TO BE COMPLETED BY THE BIDDER

CONFERENCE, BANQUET, AND HOTEL FACILITY RENTAL

Bid Number 06-X-37759

Food Services Charges

Refer to RFP Section 3.0 (Scope of Work) for requirements. The bidder shall provide the following food services charges:

Descriptions	Hours of Operation	Year 1	Year 2
Continental Breakfast	6 ^{am} - 11 ^{am}	\$ 8.50	\$ No more
Plated Breakfast	6 ^{am} - 11 ^{am}	\$ 15.00	\$ than 10%
Buffet Breakfast	6 ^{am} - 11 ^{am}	\$ 11.00	\$ increase
AM Break	9 ^{am} - 11 ^{am}	\$ 4.50	\$
Plated Lunch	12 ^{pm} - 2 ^{pm}	\$ 19.00	\$
Buffet Lunch Cold hot	12 ^{pm} - 2 ^{pm}	\$ 13.00 \$ 17.00	\$
Box Lunch	12 ^{pm} - 2 ^{pm}	\$ 10.00	\$
PM Break	2 ^{pm} - 4 ^{pm}	\$ 5.00	\$
Plated Dinner	6 ^{pm} - 7 ^{pm}	\$ 24.00	\$
Buffet Dinner	5 ^{pm} - 7 ^{pm}	\$ 19.50	\$
Snack Only	6 ^{am} - 9 ^{pm} ongoing	\$ 5.00	\$
Evening Reception	6 ^{pm} - 9 ^{pm} evening	\$ 12.00	\$
Gratuity and/or services charge rate	N/A	18 %	18 %

Package Charge Rates

The bidder may provide an alternate package pricing structure in the form of package rates. These charges, which are billed on a per person, per day basis are all inclusive of the following services required by the State for an event.

- Food (breakfast, AM break, lunch, PM break and dinner)
- Lodging
- Meeting rooms (all inclusive)
- Breakout rooms

If using the package price structure, the bidder must provide the following half day and full day per person package rate and the services charge (a.k.a. gratuity) rate must be enter below.

Package Charge Rates	Year 1	Year 2
Half day package rates	\$ N/A	\$ N/A
Full day package rates	\$ N/A	\$ N/A
Gratuity and/or services charge rate	N/A %	N/A %

Half Day Meeting Room Rates

The bidder shall provide the required information for the following half day meeting room rates. The bidder may attach this information but it must be indicate in the following.

Seating Style	Room Name	Seating Capacity	Year 1	Year 2
Banquet	See Attached		\$ _____	\$ _____
Classroom			\$ _____	\$ _____
Crescent Rounds			\$ _____	\$ _____
Conference			\$ _____	\$ _____
Theater			\$ _____	\$ _____
U-shape			\$ _____	\$ _____
Other			\$ _____	\$ _____

Full Day Meet Room Rates

The bidder shall provide the following full day meeting room rates. The bidder may attach this information but it must be indicate in the following.

See Attached

Seating Style	Room Name	Seating Capacity	Year 1	Year 2
Banquet	See Attached		\$ _____	\$ _____
Classroom			\$ _____	\$ _____
Crescent Rounds			\$ _____	\$ _____
Conference			\$ _____	\$ _____
Theater			\$ _____	\$ _____
U-shape			\$ _____	\$ _____
Other			\$ _____	\$ _____

Breakout Room Rates

The bidder shall provide following breakout room rates. These rooms shall be separate from the meeting rooms.

The bidder may attach this information but it must be indicate in the following.

	Year 1	Year 2
Half Day Breakout Room Rates	\$ See Attached	\$
Full Day Breakout Room Rates	\$	\$

Exhibit Charges

The bidder shall provide exhibit charges below.

	Year 1	Year 2
Exhibit Table Space Rental	\$ 200	\$ 200
Exhibit Table Electric Charges	\$ 25	\$ 25

The bidder shall submit all pricing with the bid proposal by completing the price sheets or the bidder may attach all applicable price lists. If the bidders submit attached pricing information it shall meet all the requirements of the bid proposal.



CONFERENCE CENTER – FULL DAY MEETING ROOM RATES

Room	Seating Style	Seating Capacity	Year 1	Year 2
Conference Room A	Lecture/Theatre	100	\$400	\$400
	Classroom	70		
	U-Shape	40		
	Square	60		
Conference Room B	Lecture/Theatre	100	\$400	\$400
	Classroom	70		
	U-Shape	40		
	Square	60		
Conference Room A and B	Lecture/Theatre	220	\$800	\$800
	Classroom	120		
	U-Shape	80-100		
	Square	100-120		
Classroom 1	Lecture/Theatre	30	\$200	\$200
	Classroom	24		
	U-Shape	18		
	Square	20		
Classroom 2	Lecture/Theatre	30	\$200	\$200
	Classroom	24		
	U-Shape	18		
	Square	20		
Classroom 3	Lecture/Theatre	30	\$200	\$200
	Classroom	24		
	U-Shape	18		
	Square	20		
Classroom 2 and 3	Lecture/Theatre	80	\$300	\$300
	Classroom	60		
	U-Shape	30		
	Square	40		
Classroom 4	Lecture/Theatre	25	\$200	\$200
	Classroom	18		
	U-Shape	12		
	Square	18		
Healthy Cooking	Lecture/Theatre	35	\$300	\$300
	Classroom	24		
	U-Shape	20		
	Square	25		
Computer Technology	Training	17	\$300	\$300



CONFERENCE CENTER – HALF DAY MEETING ROOM RATES

Room	Seating Style	Seating Capacity	Year 1	Year 2
Conference Room A	Lecture/Theatre	100	\$400	\$400
	Classroom	70		
	U-Shape	40		
	Square	60		
Conference Room B	Lecture/Theatre	100	\$400	\$400
	Classroom	70		
	U-Shape	40		
	Square	60		
Conference Room A and B	Lecture/Theatre	220	\$800	\$800
	Classroom	120		
	U-Shape	80-100		
	Square	100-120		
Classroom 1	Lecture/Theatre	30	\$200	\$200
	Classroom	24		
	U-Shape	18		
	Square	20		
Classroom 2	Lecture/Theatre	30	\$200	\$200
	Classroom	24		
	U-Shape	18		
	Square	20		
Classroom 3	Lecture/Theatre	30	\$200	\$200
	Classroom	24		
	U-Shape	18		
	Square	20		
Classroom 2 and 3	Lecture/Theatre	80	\$300	\$300
	Classroom	60		
	U-Shape	30		
	Square	40		
Classroom 4	Lecture/Theatre	25	\$200	\$200
	Classroom	18		
	U-Shape	12		
	Square	18		
Healthy Cooking	Lecture/Theatre	35	\$300	\$300
	Classroom	24		
	U-Shape	20		
	Square	25		
Computer Technology	Training	17	\$300	\$300



RWJ HAMILTON
CENTER FOR HEALTH & WELLNESS

CONFERENCE CENTER AGREEMENT

Name of Organization:

Contact:

Mailing Address:

Phone:

Cell:

Fax:

Event Description:

Event Day/Date:

Room:

Time:

Food:

Attendees:

Room Charge:

Room Set-Up:

A/V Needs:

Special Services:

Billing Information:

See above

CHECK MADE PAYABLE TO: RWJ MEDICAL SERVICES ORGANIZATION, INC.

AGREEMENT SUBJECT TO TERMS AND CONDITIONS ON REVERSE SIDE WHICH
CLIENT ACKNOWLEDGES HAVE BEEN READ AND ACCEPTED.

Client Name:

Date:

Signature

All of above subject to Terms and Conditions appearing on reverse side of this agreement.



CONFERENCE CENTER AUDIO VISUAL SERVICES AND PRICING

Included Audio Visual Services

- DVD player and projector
- PC and large screen display or projector
- VHS player with remote
- Audio/Video cart
- Built-in LCD projector (Conference Room A, B, A/B and Classroom 3)
- Transparency projector
- Extension Cords
- Power strips and extension cords
- Wireless lavalier microphones
- Table top/hand-held microphones
- Access for internet connection and/or video conferencing – T1 Line/1.5 mbps
- Flipcharts with easels
- Podium with microphone

Audio Visual Services Price List

- Laptop PC - \$100 per event
- Riser for platform (6 x 8 x 8) - \$150
- Video Recording Manager - \$100/hour



RWJ HAMILTON
CENTER FOR HEALTH & WELLNESS

ALL REFRESHMENTS INCLUDE PAPER GOODS, COFFEE, TEA, WATER

BREAKFAST SELECTIONS

#1

MINI MUFFINS
MINI BAGELS
ASSORTED CRUM BUNS AND DANISH
CREAM CHEESE, JELLY, BUTTER
ORANGE JUICE
CRANBERRY JUICE
FRESH FRUIT SALAD
CREAMERS AND MILK, SUGAR & SWEET 'N LOW

#2

BAGELS AND CREAM CHEESE
JUICE
BUTTER AND JELLY

#3

SCRAMBLED EGGS
CRISPY BACON
SAUSAGE LINKS
HOMEFRIES

ADD ONS

FRESH FRUIT PLATTERS
BOTTLED WATER
CHINA



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HEALTHY BREAKFAST

FRESH SLICED MELONS IN SEASON
FRESH BOWL OF BERRIES
BRAN MUFFINS
MULTI-GRAIN ROLLS
YOGURT MUFFINS
ASSORTED JAMS AND MARGARINE
WHOLE FRESH FRUITS
ASSORTED LOW FAT YOGURT
GRANOLA BARS
BRAN CEREAL
REGULAR AND SKIM MILK

ORANGE JICE
CRANBERRY JUICE
GRAPEFRUIT JUICE
COFFEE, TEA, DECAF COFFEE
HERBAL TEAS



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LUNCH ASSORTMENTS
CHOICE OF 4 DIFFERENT WRAPS

ALL LUNCHES SERVED WITH COFFEE, TEA, DECAF, SPRIT, COKE, DIET COKE, BOTTLED WATER, ALSO CHOICE OF POTATO SALAD, MACARONI SALAD, COLE SLAW OR PASTA SALAD AND A PICKLE SPEAR, GREEN HOUSE SALAD

TURKEY WRAP
WITH SWISS CHEESE, LETTUCE, CRANBERRY MAYO

HAM, SALAMI, TURKEY
WITH ROASTED PEPPER, BALSAMIC VINAGRETTE

MULBERRY GRILLED CHICKEN WRAP
WITH ROASTED PEPPER, FRSH MOZZARELLA, LETTUCE, DRIZZLED WITH BALSAMIC VINAGRETTE

GRILLED VEGETABLE WRAP
WITH ZUCCHINI, SQUASH, EGGPLANT, TOMATO ON SPINACH WRAP

CHICKEN SALAD
WITH LETTUCE AND TOMATO

EGG SALAD WRAP
WITH LETTUCE AND TOMATO

TUNA SALAD WRAP
WITH LETTUCE AND TOMATO

ROAST BEEF WRAP
WITH LETTUCE, TOMATO, RED ONION

BUFFALO TURKEY WRAP
WITH GARLIC MAYO, LETTUCE, TOMATO, ROASTED PEPPERS

CHEESE WRAPS ALSO AVAILABLE ON REQUEST



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COLD REFRESHMENTS

ANTIPASTA

SALAMI, SUPRASATTA, PROSCUITTO, AISIAGO CHEESE, FRESH MOZZARELLA CHEESE, SLICED TOMATO, RED ONION, CALMATTIA OLIVES, ARTICHOKE HEARTS, ROASTED PEPPER, SERVED WITH A HOMEADE SHALLOT VINIAGRETTE

FRESH MOZZARELLA

SLICED FRESH MOZZARELLA CHEESE, SLICED TOMATO, SLICED RED ONION, ROASTED PEPPER, FRESH BASIL

FRESH VEGETABLE CRUDITE

BROCOLLI, CAULIFLOWER, YELLOW SQUASH, GREEN ZUCHINNI, CHERRY TOMATO, CELERY STICKS, CARROT STICKS, RED PEPPERS, SCALLIONS, SERVED WITH A HONEY CUP MUSTARD DIP

GRILLED VEGETABLE PLATTER

FRESH GRILLED ON OPEN FIRE, EGGPLANT, YELLOW ZUCHINNI, SQUASH, SLICED CARROTS, ROASTED PEPPERS, PORTABELLA MUSHROOMS, AND GRILLED ASPARAGUS

FRESH FRUIT DISPLAY

FRESH PINEAPPLE, RED SEEDLESS GRAPES, SLICED CANTALOPE, STRAWBERRIES, BLUEBERRIES, AND ANY FRUIT IN SEASON

ASSORTED MEAT BREADS

FRESH STUFFED BREADS WITH ANY OF THE FOLLOWING

SAUSAGE PEPPERS

GRILLED VEGETABLES

BROCCOLI RABE

PEPPERONI

CALAMATTIA OLIVES

(all breads will be made with cheese)

ASSORTED CHEESE DISPLAY

ASSORTED CHEDDAR AND VARIOUS CHEESES DISPLAYED WITH ASSORTED CRACKERS



DINNER SELECTIONS

ALL DINNERS SERVED WITH A FRESH GARDEN SALAD, ROLLS AND
BUTTER, COFFEE, TEA, REGULAR OR DIET SODA

DINNER OPTIONS -CHOOSE 2

1. VEGETABLE LASAGNA
2. BAKED SALMON (SERVED WITH DILL SAUCE)
3. PENNE PASTA WITH PINK VODKA SAUCE
4. PASTA PRIMAVERA GARLIC OIL
5. STUFFED SHELLS
6. PEPPER STEAK
7. PASTA BARBARINO (SAUSAGE, BROCCOLI, BOWTIE IN A GARLIC OIL SAUCE)
8. CHICKEN CORDON BLEU
9. BAKED VIRGINIA HAM
10. BROILED B.B.Q. CHICKEN
11. CHICKEN FRANCAISE
12. CHICKEN MARSALA
13. CHICKEN PICCATA
14. SAUSAGE AND PEPPERS
15. MEAT LASAGNA
16. BAKED ZITI

ALL ENTREES WILL BE SERVED WITH

GARDEN VEGETABLES
WILD RICE
CHOICE OF DESSERT

ADDITIONAL MENU SELECTIONS AVAILABLE UPON REQUEST